



## U.S. PASSPORT INFORMATION U.S. Embassy Guatemala City

### **Emergency passport for minors age 16 – 17 will be processed by appointment only**

To make an appointment go to  
[Appointment system](#)

- If the child's passport was stolen or lost and/or the child is scheduled to leave shortly, you can request an emergency passport.
- Emergency Passports are only approved under special circumstances and are valid for one year maximum.
- Normally we will not be able to issue an emergency passport during the weekend or on Holidays.

Make sure that you meet the requirements and have **all** the documentation ready the day of the appointment.

Please be informed that the child's **SOCIAL SECURITY NUMBER IS REQUIRED** to process the passport application. If the child has never had or applied for a social security number, one of the child's parents will be required to submit a declaration under penalty of perjury that the child was never been issued a social security number (this document will be provided at the Embassy upon your arrival).

Please note that for any documents that require notarization, we can only accept documents notarized by a consular officer at the U.S. Embassy in Guatemala, by a notary public from the United States or by a consular officer at another U.S. consular facility overseas. We cannot accept local Guatemalan notaries.

Please also note that applicants are responsible for providing translations of court documents, if required by the consular officer.

Replacement passports are normally valid for a full ten years for minors between 16 and 17 years old. However, if you have urgent travel plans, an **emergency passport can be produced more quickly to allow you to return to the U.S. or continue on your trip.** Once you return to your place of residence, you can follow the instructions of [Replacement of an Emergency passport for minors age 16-17](#) and receive a full-validity passport without paying any extra fees within one year.

## **Minor Applicants (Age 16 – 17)**

When you come to the Embassy please present the following documents to speed up the process:

- ☐ **Passport application form DS-11** if you have the previous passport or is lost, stolen or damaged. Filled out online and printed. Go to: <https://pptform.state.gov/>
- ☐ **If the previous passport was lost or stolen**
  - Complete on line [DS-64 Statement Regarding a Lost or Stolen Passport](#) and bring it printed. (May be completed at time of application).
  - **Police Report** is not mandatory but can help confirm the circumstances of the loss or theft.
- ☐ **Proof of U.S. Citizenship (if possible):** The most common evidence of citizenship is one of the following:
  - U.S. birth certificate, long form that includes the child's parent names (original or certified copy).
  - Certificate of Naturalization from DHS.
  - Consular Report of Birth Abroad (Form FS-240).
  - Certification of Report of Birth (Form DS-1350).
  - Certificate of Citizenship from DHS.NOTE: Social security cards are NOT proof of citizenship.
- ☐ **One (1) color passport photo, 2" x 2" on white background.** Check [photo](#) requirements.
- ☐ A series of printed pictures that show the changes in the applicant's physical appearance since their last passport photo (optional, but may be requested by the Consular Officer).
- ☐ **Proof of Travel** (Travel Itinerary, airline ticket)
- ☐ **Fee** payment (to pay at U.S. Embassy):
  - Emergency passport **fee** for minors **age 16 – 17** is US\$145
  - It can be paid in cash (in Quetzales or US dollars), credit card (Visa, Mastercard, American Express), or debit card issued by a U.S. bank. Local debit cards are not accepted.
  - **WE DO NOT ACCEPT CHECKS OR TORN, MARKED OR STAINED DOLLAR BILLS.**
  - If you are paying with cash, please bring exact change.
- ☐ At least one **parent must appear with the child and sign the application for parental awareness:**
  - ☐ **Proof of identity for at least one parent or the authorized legal guardian.** Any government official document with both name and picture, valid and in good condition.

- ☐ In case the parent is unable to sign, the parent will be required to bring a previously known witness and fill out form [DS-71](#). We are not able to accept fingerprints as a substitute of signature.
- ☐ **If neither parent is present, please bring:**
  - Notarized form [DS-3053](#) from one parent
  - Copy of the parent's valid government ID provided at the time of having the form DS-3053 notarized.

**Do not miss your flight!!!**  
**Most of the emergency passports are issued the same day.**